



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Branch Chief, within NCTC Group
JOB ANNOUNCEMENT NUMBER	18724
SALARY RANGE	\$124,995 - \$157,100 annually
OPEN PERIOD	6/27/2014 – 7/18/2014
POSITION INFORMATION	Permanent-Internal or Rotational
DUTY LOCATION	McLean, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

This announcement advertises a GS-15 position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.

Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Intelligence (DI) was mandated by Congress to be the primary organization in the United States Government (USG) for analyzing and integrating terrorism intelligence. The DI provides senior policymakers with integrated and coordinated terrorism analysis and produces the full range of analytic product, including daily National Terrorism Bulletins, President's Daily Briefs, short-term and longer-term research, alternative analysis, community alerts, advisories and assessments.



DUTIES:

Major Duties and Responsibilities:

This joint Group is seeking an experienced leader to serve as Chief of a Branch. The Group is charged with assessing the status and threat of terrorist efforts to acquire, develop, and employ chemical, biological, radiological or nuclear (CBRN) weapons. The Group contains a diverse workforce, with officers from various IC elements who bring with them a broad range of skills and expertise. The Group works closely with Intelligence Community counterparts, law enforcement, foreign liaison, and defense officials in support of our mission. This position qualifies as a Joint Intelligence Community Duty Assignment. The Group (1) supports senior policy makers, interacting regularly with counterparts throughout the National Security Communities, (2) under the auspices of NCTC provides support to federal law enforcement, state, and local officials across the country, and (3) interacts with operational counterparts daily and provides analytic support to the mission.

A scientific background is not necessary—just a desire to learn. The Group provides in-house and offsite specialized training, to include hands-on classes on how to make mock chemical and biological agents, and nuclear weapons. As Chief of the Branch, the incumbent is responsible for leading a group of analysts who follow multi-functional, cross-regional issues related to terrorists' CBRN efforts, CBRN threats emanating from the Near East and Africa, and various radiological/nuclear smuggling issues. The Branch is staffed by analysts with CBRN and regional expertise who analytically support the NCTC core mission areas. As such, the branch chief will be expected to manage production of both current and strategic finished intelligence products in NCTC art forms and provide analytic and targeting support to operations. The successful branch chief candidate will:

- Lead branch production of sophisticated tactical, strategic, and multidisciplinary analysis that supports key US national security and foreign policy objectives and shapes IC analysis and priorities.
 - Develop a branch program through thoughtful, strategic development of a Program of Analysis (POA) tied to customer needs and analyst development. Review analytic products for substance, accuracy, and adherence to DI Tradecraft. Ensure appropriate coordination and interagency input to analytic products.
 - Establish collaborative relationships with analytic counterparts in NCTC and elsewhere in the IC, as well as with select operational partners, and customers both inside and outside the IC.
 - Evaluate and develop analysts, to include assessing performance, addressing skill needs, and establishing performance goals and expectations. Ensure subordinates receive feedback, training, and opportunities to develop requisite skills.
 - Take a leadership role as a substantive and administrative resource. Provide mentoring and guidance to analysts and apply leadership skills to help set the branch's mission and encourage teamwork.
 - Prepare and brief senior internal and external customers on significant current intelligence developments and finished intelligence. Represent Group and NCTC in intra- and inter-agency meetings, teams, and task forces. Communicate the organization mission and values to subordinate employees.
 - Assist group managers in planning and monitoring training, travel, and contract budgets.
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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required Knowledge, Skills and Abilities:

Expert knowledge of IC policy and procedures and demonstrated excellence in analytic tradecraft and experience editing all forms of DI production.

Track record of generating ideas, leading programs, and developing and implementing strategic goals.

The ability to anticipate customer needs and shape tactical intelligence into strategic, policy-relevant analysis.

Demonstrated excellence managing DI analysts.

Demonstrated understanding of the interrelationships between Intelligence Community member organizations involved in combating terrorism, and experience building and maintaining customer relationships.

Desired KSAs:

Experience in the field of counterterrorism.

Experience working an aspect (political, military, etc.) of the Near East or North Africa.

Experience devising and producing defensible technical assessments and communicating those results and their implications to non-technical customers.

Experience in one or all of the substantive areas of chemical, biological, radiological or nuclear warfare/terrorism.

HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at

<http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance



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- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:

*****HOW TO APPLY*** (PERMANENT-INTERNAL APPLICANTS)**

Permanent-Internal: Refers to only those who are current ODNI cadre employees. Permanent-internal status does **NOT** include Staff Reserve employees.

If selected, ODNI permanent internal applicants would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.***

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- c. PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- d. Reference the vacancy number you are applying to in the subject line and on each document submitted.
- e. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or recruitment@dni.gov (unclassified). All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.



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Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

*****HOW TO APPLY*** (DETAILEE APPLICANTS)**

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

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AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.